

**Tanya Sue Herold**

1001 East 62<sup>nd</sup> Ave #73  
Denver, Colorado 80216  
Phone: (303) 325-1966  
tanya.herold@live.com

**SUMMARY**

Skilled draftsman with over 35,000 hours hands-on experience in AutoCAD, manual drafting and GIS.

Experience in AutoCAD 2000 thru 2010. Highly interested in, residential, commercial, or civil drafting and 3D modeling. Ready to start a career with a company that values honesty, integrity and good work ethics. I am very willing to learn any new program that will further my knowledge.

**EMPLOYMENT HISTORY**

**RK Mechanical Denver, Colorado September 2008 to November 2009  
CAD Coordinator**

Making sure all backgrounds are clean and ready for the designers along with uploading and downloading information from FTP Sites, making sure all RFI's and submittals are transferred to the right individuals. Logging all drawings from originals to sign offs. Helping and fixing computers when they are having problems. I have also taken a Plumbing design training class.

**Siemens Building Technologies Littleton, Colorado March 2008 to August 2008  
Engineering Assistant 1**

Graphic production for HVAC systems working in AutoCAD and Designer and Comm Tool. Entering information in to SAP for ordering materials.

**Rexroad APG / Colorado Springs, Colorado November 2006 to March 2008  
AutoCAD/GIS Technician**

Duties are to build maps for Military installations and floor plans for master planning. Learned how AutoCAD, GIS and Microstation all work together.

**REFERENCES**

Professional and Personal references are available upon request.

**EDUCATION**

High-Tech Institute Phoenix

**Drafting / CAD Technology / AS Degree 2006**

Extensive drafting training totaling 1500 hours. Half of which was spent on theory and half working in the lab, providing a wide range of knowledge. I graduated valedictorian from the program.

**RELATED SKILLS**

Computer Basics	Microsoft Word	Microsoft Excel	Custom Menus
Microsoft Power Point	Land Desktop 3	AutoCAD 2000	Floor Plans
AutoCAD 2002	AutoCAD 2004	AutoCAD 2005	Rendering Materials
AutoCAD 2006	AutoCAD Map 3D	AutoCAD 2007	AutoCAD 2007
Rendering Lights	ArcMap 9.1	ArcMap 9.2	Blueprint Reading
Building Sections	Dimensioning	Residential	Commercial

3D Modeling	Civil	Script Files	AutoLisp Routines
Schedules/Notes	Foundation Plans/Details	Exterior Elevations	Roof Framing Plans/Details